

## DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
130	SAFETY (GROUND/SOH) Functional Area Manager: CMC SD Point of Contact: Maj David Walker Email: <a href="mailto:david.w.walker@usmc.mil">david.w.walker@usmc.mil</a> (DSN) 664-4172 (COML) 703-604-4172 Date Last Revised: 01 December 2014
130 01	COMMAND RESPONSIBILITIES
130 01 001	Is safety a functional area included in the Commanding General's Inspection Program (CGIP)? Reference MCO 5040.6H, par 4a12b and 5c; NAVMC DIR 5040.6H, encl 1, chap 1, par d, par 2c and par 3i(7)
130 01 002	Is the current functional area (130) checklist used during CGIP? Reference NAVMC DIR 5040.6H, encl 1, chap 3, par 1b chap 3, par 1a, b, i(7)
130 01 003	Is the safety department/office established as a special staff function under the commander, and not subordinated to other programs and functions? Reference MCWP 3-40.1; MCO 5100.29B, 4b(13)h; NAVMC 5100.8, encl 1, chap 2, par 2002.3
130 01 004	Has the command appointed SO/manager and SNCO attended the Ground Safety for Marines (GSM) course within 90 days of appointment? Reference MCO 5100.29B, encl 1, chap 2, par 3d1
130 01 005	Has the command developed and published a mission statement that supports the command safety policy within 30 days of COC? Reference MCO 5100.29B, par 4b(13)a; MCO 5100.8, par 5c
130 01 006	Is the Chief of Staff or Executive Officer designated in writing as responsible for the command's safety program? Reference MCWP 3-40.1 w/chap 1; MCO 5100.29B, par 4b(13)b; NAVMC DIR 5100.8, encl 1, chap 2, par 2002. 2

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- 130 01 007 Has the command established an adequate budget for the safety department/office?  
Reference  
MCO 5100.8, par 5b.; NAVMC DIR 5100.8, encl 1, chap 2, 2002.2 and 4.; MCO 5100.29B, par 5a
- 130 01 008 Has the command/unit identified, and appointed in writing, a fully qualified Safety Officer (SO) or Civilian Manager and a SNCO, to serve as the command's senior technical advisor for Safety and Occupational Health(SOH) matters?  
Reference  
MCO 5100.29B, par 4b(13)h; NAVMC DIR 5100.8, encl 1, chap 2, par 2002. 3, chap 5, par. 5001, 7 and 8a-c
- 130 01 009 Has the command identified and appointed in writing an NCO or civilian as shop/company safety representatives?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 3(c)
- 130 01 010 Does the command ensure all military personnel assigned safety responsibilities (SO/Manager) are in those positions for a period of one year?  
Reference  
MCO 5100.29B, par 4a(2)d and NAVMC DIR 5100.8, encl 1, chap 3, par 3000. 2
- 130 01 011 Does the command conduct safety climate surveys using the Ground Climate Assessment Survey System (GCASS) within 90 days of COC and annually thereafter?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 3g
- 130 01 012 Has the unit Commander directed operational pauses and/or Back In The Saddle (BITS) training is held at least semiannually, following an extended holiday period, or post-deployment?  
Reference  
MCO 5100.29B, par 4b(13)e
- 130 01 013 Does the command ensure the Warrior Preservation Status Report is completed quarterly and submitted to Higher Headquarters?  
Reference  
MCO 5100.29B, encl 1, chap 4, par 2

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- 130 01 014 Does the command ensure all Marines, Sailors, and civilians complete initial and annual Operational Risk Management (ORM) training?  
Reference  
MCO 5100.29B, par 4a(2)c and encl 1, chap 2, par 3e
- 130 01 015 Has the command established a local safety awards program to recognize the outstanding safety performance (including driver safety) of subordinate units and individual military and civilian personnel?  
Reference  
MCO 5100.32A, par 4b(1); MCO 5100.19F, encl 1, chap 1, par 8
- 130 02 GROUND SO/MANAGER RESPONSIBILITIES GENERAL
- 130 02 001 Does the SO maintain a hazard abatement log and retain them for 3 years?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 4c
- 130 02 002 Does the SO ensure Industrial Hygiene (IH) survey recommendations are available to supervisors and employees. Are un-abated hazards incorporated into command hazard tracking system (hazard abatement logs) for follow-up actions?  
Reference  
MCO 5100.29B, par 4b(13)h(12)
- 130 02 003 Does the SO communicate safety success stories, hazard awareness, and near-miss lessons learned throughout the command using various methods?  
Reference  
MCO 5100.29B, par 4b(13)j
- 130 02 004 Does the SO coordinate with installation safety department/office for core SOH services?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 2
- 130 02 005 Does the SO ensure quarterly safety inspections of all command facilities and equipment for safety and health hazards? Were the results documented with an executive summary copy forwarded to the commander?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 4b

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- 130 02 006 Does the SO/manager develop and maintain a unit safety turnover binder with the following: appointment letter; existing safety SOPs; points of contact; facilities occupied by unit along with building numbers; numbers of assigned Marines and civilian Marines, and documentation of annual safety training?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 4d
- 130 02 007 Has the SO trained all personnel on the procedures to report unsafe or unhealthful working conditions using NAVMC 11401 or the ANYMOUSE (RCS MC-5100-06) forms?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 4e
- 130 02 008 Has the SO developed a written checklist to use during work center inspections?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 7, par 7004.5i
- 130 02 009 Does the SO ensure supervisors and safety reps conduct quarterly shop/company safety inspections to include identification of PPE requirements?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 7, par. 7003.2a; MCO 5100.29B, encl 1, chap 2, par 4b
- 130 03 MISHAP INVESTIGATION AND REPORTING
- 130 03 001 Does the command investigate mishaps, complete reports, conduct trend analysis, and develop mitigation and prevention strategies?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 5a and MCO P5102.1B, encl 1, chap 1, par 1005.8e
- 130 03 002 Does the SO assist the commander in conducting safety investigations for all on-duty Class A mishaps until the Safety Investigation Board (SIB) arrives?  
Reference  
MCO P5102.1B, encl 1, chap 1, par 1005. 10.
- 130 03 003 Are safety investigators, managers, representatives, and supervisors trained consistent with their assigned responsibilities?  
Reference  
MCO P5102.1B, encl 1, chap 1, par 1005. 8f

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- 130 03 004      Are records of all unit mishaps maintained for 5 years?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 5d
- 130 03 005      Are mishap reports submitted in Web Enabled Safety System (WESS).  
Reference  
MCO 5100.29B, encl 1, chap 2, par 5e and MCO P5102.1B, encl 1, chap 3, par 3007.1
- 130 03 006      Does the command maintain a separate log of military on and off-duty injuries and illnesses and log of civilian work-related (on-duty) illnesses and injuries (OSHA 300/300A? Submit both separately in an Annual Summary of Marine Corps Work-Related Injuries and Illness (OSHA 300/300A) via the chain of command and, as appropriate, copy the host installation safety office?  
Reference  
MCO 5100.29B, encl 1, chap 2, par 5g.; MCO P5102.1B, encl 1, chap 3, par 3008
- 130 03 007      Does the command ensure 8-Day Briefs are submitted as required?  
Reference  
MCO 5100.29B, par 4b(13)f and GENADMIN/CMC  
Washington DC/ 151929Z Jul 14/ EIGHT DAY BRIEF TEMPLATE//
- 130 04            TRAFFIC SAFETY
- 130 04 001      Has the command developed a written traffic safety program that supports and complements the program established by the installation?  
Reference  
MCO 5100.19F, par 5b(d)
- 130 04 002      Has the command ensured that local traffic safety familiarization training (base and local area driving hazards and recognized traffic concerns) been provided to all new joins?  
Reference  
MCO 5100.19F, encl 1, chap 5, par 7
- 130 04 003      Has the command, if population >500, established a Safe Driving Council? If under 500 personnel, does the SO represent the unit on the nearest Safe Drive Council?  
Reference  
MCO 5100.19F, encl 1, chap 2, par 1

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- 130 04 004      Has the command ensured that traffic safety is incorporated into on- and off-duty training programs on a continuing basis (safety stand-downs, operational pauses, etc.)?  
Reference  
MCO 5100.19F, par 5f
- 130 04 005      Does the command traffic safety program address established specific duty hour limits for Marine Corps vehicle operators and establish written rest-recovery guidance?  
Reference  
MCO 5100.19F, encl 1, chap 1, par 6
- 130 04 006      Has the command established maximum driving/duty time and mileage limits for Marines/Sailors on orders, leave, or liberty?  
Reference  
MCO 5100.19F, encl 1, chap 1, par 6f
- 130 04 007      Has the command ensured that all Marines under the age of 26 received at least 6 hours of driver's awareness training?  
Reference  
MCO 5100.19F, encl 1, chap 5 par 3
- 130 04 008      Has the command ensured pre-departure vehicle/traffic safety briefings and traffic risk assessments have been conducted for all Marines under 26 years of age prior to executing PCS orders, when going on leave, prior to extended liberty, and when traveling long distances?  
Reference  
MCO 5100.19F, encl 1, chap 2 par 3
- 130 04 009      Has the command established a Motorcycle Mentorship Program and appointed a club President in writing?  
Reference  
MCO 5100.19F encl 1, chap 4 par 17
- 130 04 010      Has the command ensured that all riders complete required motorcycle safety training at the appropriate level?  
Reference  
MCO 5100.19F, encl 1, chap 4 par 2a, b, and c
- 130 04 011      Does the SO ensure training needs of the unit motorcycle club are coordinated with the installation training provider and that records of course completion is recorded per local written standards?  
Reference  
MCO 5100.19F, encl 1, chap 4 par 17

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- 130 04 012      Has the command ensured that individual Marine training entry codes for motorcycle training are made in Marine Corps Total Force System (MCTFS)?  
Reference  
MCO 5100.19F, encl 1, chap 4 par 4
- 130 05            RECREATION AND OFF-DUTY SAFETY (RODS)
- 130 05 001      Has the command implemented the RODS program into policy and procedures of the unit, and is applied to all Marine Corps appropriated and non-appropriated fund activities and operations under the sponsorship of the MCCS?  
Reference  
MCO 5100.30B, par 4a(1)b and 4b(3)b
- 130 05 002      Has the SO received training to perform duties associated with the administration of the unit's RODS program?  
Reference  
MCO 5100.30B, encl 1, par 4a
- 130 05 003      Does the SO ensure that RODS training is conducted and documented?  
Reference  
MCO 5100.30B, encl 1, par 4b and c
- 130 06            SAFETY TRAINING
- 130 06 001      Does the command ensure that all supervisory personnel receive initial and annual refresher SOH training (Supervisor Safety Training)?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 5, par. 5001. 5. and 6.; MCO 5100.29B, encl 1, chap 2, par. 3. d. (2).
- 130 06 002      Does the command ensure work center supervisors provide documented job safety training to all personnel?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 5, par. 5001. 1. and 2. a.
- 130 06 003      Does the command ensure SOH specialists have current first aid and/or cardiopulmonary resuscitation (CPR) training?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 5, par. 5001. 8. b.

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- 130 06 004 Does the command's safety department/office provide or coordinate required specialized training for personnel, such as, logout/tag-out, confined space entry, respiratory protection, ergonomics, PPE, etc.?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 5, par. 5001. 2. b.
- 130 07 COUNCILS AND COMMITTEES
- 130 07 001 Do commands (> 500 personnel) host joint safety councils and tenants (< 500 personnel) attend joint safety councils? Does the SO serve as the command representative on safety councils, committees, and working groups established by higher authority? Do commands/units maintain copies of hosted or attended minutes of all safety council meetings?  
Reference  
NAVMC DIR 5100.8, Encl 1, chap 4. 4001. 6. and MCO 5100.29B, par. 4. b. (13) (h) 8.
- 130 07 002 Does the SO ensure the preparation, publication and maintenance of the minutes of all safety council meetings?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 4, par. 4001.6
- 130 07 003 Does the command (> 500 personnel) hold supervisors' safety committees at least quarterly?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 4, par. 4002. 1 and 4
- 130 07 004 Does the command (> 500 personnel) have appropriate shop/company safety committees?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 4, par 4003. 1
- 130 07 005 Has the command established a Force Preservation Council that meets on a monthly basis for the active component and not less than semi-annually for the reserve component?  
Reference  
MARADMIN 240/11 (24TH Executive Force Preservation Board Results)



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- 130 08 PERSONAL PROTECTIVE EQUIPMENT (PPE) (CORE)
- 130 08 001 Does the command's safety department/office assist supervisors by providing technical assistance on PPE determination that includes selection of appropriate and approved PPE?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 13, par 13001.1; MCO 5100.29B, encl 1, chap 1, par 7 and 4d(3)
- 130 08 002 Does the command's safety department/office provide and document training to personnel required to use PPE or train supervisors to conduct the PPE training?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 13, par. 13003.1, 2 and 5
- 130 08 003 If airborne occupational health hazards require respiratory protection per industrial hygiene surveys, has a Respiratory Protection Program Manager (RPPM) been assigned in writing and trained?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 13, par 13008.2 and 3a
- 130 08 004 If required, does the command RPPM have a written Respiratory Protection Program?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 13, par 13008.3b
- 130 08 005 Has the RPPM provided annual training to all respirator users and their supervisors?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 13, par 13008.3g and 16
- 130 08 006 Does the RPPM ensure respirator wearers are medically qualified and fit-tested at least annually before using a respirator?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 13, par 13005.15, 13008.3h, i, and 14
- 130 08 007 Has the RPPM conducted an annual inspection/audit of the Respiratory Protection Program?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 13, par 13008.3k
- 130 08 008 Do respirator supervisors and users ensure respirators are properly cleaned, stored and maintained?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 13, par 13008.11 and 12

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- 130 09 OCCUPATIONAL HEALTH
- 130 09 001 Does the command ensure baseline and periodic industrial hygiene surveys are performed by the local MTF?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 2, par 2003.6f and chap 11;  
MARADMIN 010/12
- 130 09 002 Does the command ensure occupational and environmental medicine support is provided for consultation and treatment of occupational-related injuries and diseases, medical surveillance program, audiometric evaluations, and fitness for duty/return to work?  
Reference  
MARADMIN 010/12; NAVMC DIR 5100.8, encl 1, chap 11 par 11002; NEHC-TM-OM 6260
- 130 09 003 Has the unit ensured all military personnel and DoD civilian employees occupationally exposed to hazardous noise, are enrolled in Hearing Conservation Program.  
Reference  
MARADMIN 010/12
- 130 09 004 Does the command monitor Significant Threshold Shift (STS) data from the MTF occupational audiologist?  
Reference  
MARADMIN 010/12
- 130 09 005 Does the command enter OSHA recordable hearing loss data on the OSHA 300 log or WESS?  
Reference  
MARADMIN 010/12 and MCO P5102.1B, encl 1, chap 3 par 3004.4i
- 130 09 006 Does the command provide a variety of approved hearing protection devices to employees in noise hazardous areas?  
Reference  
MARADMIN 010/12
- 130 09 007 Does the command provide annual hearing conservation training and education?  
Reference  
MARADMIN 010/12

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- 130 09 008 Does subordinate commands track and report quarterly up the chain of command occupational health medical surveillance examination (OHMSE) completion of baseline, periodic, and termination exams.  
Reference  
MCO 5100.29B, encl 1 , chap 1, par 10a MARADMIN 581/12
- 130 09 009 Does major commands submit quarterly summaries of subordinate commands OHMSE status to HQMC Health Services?  
Reference  
MARADMIN 581/12
- 130 10 HAZARDOUS MATERIALS (HMs)
- 130 10 001 Do shop/company supervisors ensure HM is inventoried, labeled and stored properly, current safety data sheets are maintained, and employees are trained on the use of HM?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 17, par 17002.2
- 130 10 002 Does the command ensure HM is disposed of properly?  
Reference  
NAVMC DIR 5100.8, encl 1, chap 17, par 17002.1
- 130 11 IONIZING RADIATION AND LASER SAFETY
- 130 11 001 Does the command possess radioactive materials or utilize a device(s) that emits or produces radiation? If so, has the Commander implemented a formal Radiation Safety Program?  
Reference  
MCO 5104.3B chap 4b (6) and (7), NAVSEA S0420-AA-RAD-010 REV 1 dtd September 2011, sect 1.5.2 1
- 130 11 002 Has the Commander designated a qualified Radiation SO (RSO) and Alternate (ARSO) (applicable to organizations having a Naval Radioactive Materials Permit or X-ray Radiography program only), or a Command Radiation Safety Manager (CRSM) in writing?  
Reference  
MCO 5104.3B chap 4b(6)(b)1 and (7).(a),NAVSEA S0420-AA-RAD-010 REV 1 dtd September 2011, sect 1.5.2 1e
- 130 11 003 Has an annual review of the Radiation Safety Program been performed and reported to the Commander for approval?  
Reference  
MCO 5104.3B 4b(6)(b)7, NAVSEA S0420-AA-RAD-010 REV 1 dtd September 2011, sect 1.5.2 2f

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- 130 11 004      Has the RSO/RSM established internal audit and inspection procedures?  
Reference  
MCO 5104.3B 4b(6)(b)6, NAVSEA S0420-AA-RAD-010 REV 1  
dtd September 2011, sect 1.5.2 2k
- 130 11 005      Has the command established a Radiological Affairs Support Program Deficiency Reporting system?  
Reference  
MCO 5104.3B 4a(2)(c) NAVSEA S0420-AA-RAD-010 REV 1 dtd September, 2011, sect 2.11
- 130 11 006      Does the command have a radiation safety order or standard operating procedures?  
Reference  
MCO 5104.3B 4b NAVSEA S0420-AA-RAD-010 REV 1 dtd September, 2011, sect 1.5.2 1a
- 130 11 007      Does the Command possess or utilize a device(s) that emit or produce LASERs? If so has the Commander implemented a formal LASER safety program? If not, provide the date that implementation is expected to occur.  
Reference  
MCO 5104.1C 7e(1)
- 130 11 008      Has a Technical LASER System Safety department/officer (TLSO) or LASER Systems Safety department/officer (LSSO) been designated in writing and completed the required training as a TLSO or LSSO?  
Reference  
MCO 5104.1C 7e(4)
- 130 11 009      Have all LASER users been trained IAW MCO 5104.1C?  
Reference  
MCO 5104.1C 7e(2), encl 1, sect 2a(9)
- 130 11 010      Does the command's safety department/office manage the LASER, radiation, and radiofrequency radiation programs?  
Reference  
MCO 5104.1C, MCO 5104.2, MCO 5104.3B, MCO 5100.29B
- 130 11 011      Does the command LSSO maintain an inventory of all military exempt, class 3B, and class 4 LASERs? Has this inventory been updated within the last 12 months?  
Reference  
MCO 5104.1C 7e(7)

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- 130 11 012 Does the supporting safety department/office provide technical assistance in Radiation and Radio Frequency Radiation Safety to tenant units, including HERO, HERF, HERP programs, where applicable?  
Reference  
DoDI 6055.11 (series), MCO 5104.2, MIL-STD 882 (series) MCO 5100.29 (series)
- 130 11 013 Have personnel who routinely work with Electro-Magnetic Field (EMF) producing equipment received annual training on potential hazards of EMF, established procedures, restrictions to control EMF exposures, and worker responsibility to limit their EMF exposure?  
Reference  
DoDI 6055.11 (series) MCO 5104.2
- 130 11 014 Has the installation obtained a baseline and maintained RF certification?  
Reference  
OPNAVINST 5100.23G, sect 2218 DoDI 6055.11 dtd August 19, 2009, encl 3, par 2 MCO 5104.2
- 130 11 015 Did SO maintain liaison between host installation and other unit safety-related programs; such as, ammunition, explosive, radiation, LASERs, etc.?  
Reference  
MCO 5100.29B, encl 1, chap 1
- 130 11 016 Has SO ensured documented training of users and at risk personnel as required for the LASER, radiation, and radio frequency/radiation safety programs?  
Reference  
MCO 5100.29B, encl 1, chap 1